

NOTICE

There will be a job vacancy in the **BAY COUNTY PROSECUTING ATTORNEY'S OFFICE.**

JOB TITLE: **CHILD SUPPORT SPECIALIST/INVESTIGATOR**
(IV-D GRANT FUNDED POSITION)

RATE OF PAY: **\$43,347.20 per year, entry, progressing to**
\$50,336.00 per year, after 3 years (PB07)

GENERAL SUMMARY:

Under the general supervision of the Prosecutor or the Prosecutor's designee, processes paternity, family support, UIFSA (Responding and Initiating Referrals) and Status & Emancipation referrals. Is responsible for timely submission of reports and for accurately following the rules and regulations of the funding source, and for following all stipulations of the grant.

TYPICAL DUTIES:

1. Reviews referrals from Michigan State Office of Child Support for appropriateness and classification.
2. Using federally approved computer program, generates documents and updates cases as needed.
3. Conducts personal interviews with clients referred to this office. Reviews forms and questionnaires for completeness and accuracy.
4. Prepares UIFSA cases for filing, and does all necessary follow-up.
5. Locates absent parent using approved forms and methods.
6. Using State of Michigan Child Support Guidelines, establishes an amount of child support, and arrearage and other terms necessary in an order including arrearage.
7. Prepares documents for genetic testing. Responsible for chain of custody and mailing samples to the testing lab.
8. May prepare legal pleadings as needed.
9. Prepares statistical reports, as needed.
10. Works closely with Courts, Friend of the Court, Family Independence Agency, Office of Child Support, and law enforcement agencies.
11. Firm, but fair contact with individuals.
12. Any other work, as directed by the Prosecutor or IV-D division attorney.
13. Works with the Friend of the Court and local agencies regarding Criminal Non-Support.
14. When needed, assist in Service of Process.

The above statements are intended to describe the general nature of work being performed by people assigned this work. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Ability to read and analyze cases to determine best method of establishing judgments. Good communication skills are necessary, both verbal and written. Applicant must have ability to be forthright and assertive, yet tactful and sensitive to client's needs. Must demonstrate courtesy to all people at all times even in stressful or agitating circumstances. Knowledge of MiCSES program is a plus. Applicant must have excellent keyboarding skills. Must be knowledgeable and proficient with windows based programs, i.e. Corel WordPerfect 9, Microsoft Office. Applicant must be knowledgeable and comfortable working with internet websites, and email.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or walking or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force from zero to 33 percent of the time.

Make application online at www.baycounty-mi.gov, in person or via: US mail to the Bay County Personnel Department, 515 Center Ave., Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Tuesday, April 16, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."